



NEW MARSTON PRIMARY SCHOOL

Headteacher: Mrs Rachel Vlachonikolis

Chair of Governors: Chris Jinks

EDUCATIONAL VISITS POLICY

Date: September 2023

For Review: September 2025

Educational visits build skills for life, providing challenges, improved motivation, self-confidence and a sense of achievement. They can help children develop a good sense of communication, teamwork, organisation, independence and leadership, as well as social skills. They also contribute to a child's spiritual and personal development, promoting improved understanding and awareness of the environment, other cultures and real-world learning.

- All visits will have an identifiable educational and/or cultural capital benefit, with clear objectives linked to the school's vision.
- All visits will be led by a competent visit leader and the appropriate number of supporting adults for that age range.
- All those involved in the organisation and running of educational visits will comply with National, Oxfordshire and the school's guidelines on the health and safety of participants on educational visits.
- The management of all visits will be based on the outcome of suitable and sufficient risk assessments and group leaders will ensure that such risk assessments are carried out as part of the planning process.
- It is the responsibility of all staff involved in a visit to ensure that the risk to the health and safety of participants is minimised by a process of continuous vigilance and ongoing risk assessment.

Oxfordshire County Council has adopted the OEAP Employer Guidance as its Operating Guidance for the management of visits and Learning Outside the classroom (LOtC) activities.

(National Guidance <http://oeapng.info> & OCC Guidance

<http://www.oxfordshireoutdoorlearningservice.co.uk>)

Roles and Responsibilities

Head teacher

The Head teacher is committed to implementing the national guidance and is familiar with OCC's policies for outdoor learning, off-site visits and Learning Outside the Classroom. All activities and visits comply with this guidance and are submitted for formal approval. The Head teacher will also ascertain that all staff involved are competent to carry out the responsibilities they are allocated. It is a requirement of the Head teacher's role to designate a suitable member of staff as the EVC (Educational Visits Co-ordinator) and ensure that that person undertakes EVC training as required. (See National Guidance *The role of the headteacher*)

Educational Visits Coordinator - David Johnson

As well as supporting the Head teacher with the approval and planning of trips, the EVC is required to monitor and support staff with visit planning and ensure that essential information regarding first aid, medical and special needs and emergency contact is obtained. (See National Guidance *The role of the EVC*)

Visit leader

The Visit Leader has the overall responsibility for supervision and conduct of the visit. To ensure accountability and to avoid potential confusion, a single Visit Leader should be appointed. If this role changes during a visit, a clear handover should take place.

The key requirements for Visit Leaders are that they must be accountable, competent and confident to lead the visit/activity, not that they hold a particular post, title or job description. (See national guidance *The Role of The Visit Leader*)

Procedural Requirements for visits

All visit leaders to complete an 'Educational Visits Form' (**See Appendix 1**) and send it to the Headteacher for approval. Once approved, visit leaders complete the rest of the actions by the designated timescales.

Nb. Letters to parents/carers should ensure the following:

- educational and/or cultural aims of the visit are clearly stated
- the final cost per child is clearly stated.
- details for any 'plan b' activities in case any part of the visit is cancelled is explained.

Monitoring of visits, induction and training

Visits are monitored by the head and EVC as well as by key stage leaders through monitoring of planning as well as the successful completion of the visit. Where problems have occurred, correct procedures are followed and steps are taken to ensure that they are not repeated on subsequent visits. Field observation is not carried out by the head or EVC as staffing levels do not allow for this and both are closely involved in the planning process. Records of visits are kept for 3 years or 7 where a medical incident or injury has occurred. The EVC is required to re-validate their training every 3 years and all members of staff are offered visit leader training. All new staff are supported in planning visits in accordance with school and national procedures and are supported with visit planning by the EVC.

Risk management and risk-benefit assessment

New Marston Primary School has adopted Oxfordshire Outdoor Learning's recommended risk-benefit assessment form when used in conjunction with the school's visit approval form. All visit leaders should complete a visit approval form as part of their planning process and submit this to the head or EVC for approval. The risk-benefit assessment form should be completed at least two weeks prior to any off-site visit. Both forms may be completed electronically or as hard copy.

Assessing venues and providers

All venues should be investigated before a visit. Where possible this should include visiting the venue in advance so that risk-benefit assessment is well-informed. Where an advance visit is not possible, visit leaders should make every effort to check the suitability of the venue and planned activities through the company's website and through direct liaison with the venue or activity provider. Whilst it is not necessary for visit leaders to obtain a copy of the venue or activity provider's risk assessment, they should ask for any information that is specifically aimed at helping visit leaders to manage their visit. Visit leaders should also take advantage of national schemes that monitor the suitability of activity providers e.g. LOtC Quality badge, AALA Licence, Adventuremark etc.

Volunteers

Volunteers should be fully briefed in advance of a visit and should be given all necessary information regarding itineraries and risk-benefit assessment. Where volunteers are to be left in charge of a group, they will require an enhanced DBS check as in accordance with the employer's guidance.

Emergency procedures and incident reporting

In case of an emergency during a visit, the visit leader should implement their emergency action plan. This would involve securing the immediate safety of staff and children before calling the emergency services, if necessary, and then informing the school of the situation. The school will then inform parents and carers as well as taking over responsibility for managing the situation where possible.

As part of the visit planning process, an emergency contact will have been nominated to provide 24-hour emergency contact. The emergency contact should have 24-hour access to all details of the visit, including next-of-kin information regarding staff and young people. In the case of injury or incident, the school's incident reporting procedures will be followed.

Behaviour

Both staff and children are expected to follow the school behaviour policy during educational visits. Clear guidelines for appropriate behaviour should be given in advance of a visit to ensure the safety of all involved and to reduce the opportunity for misunderstanding of expectations and the sanctions that may be involved where the policy is not followed. Any venue rules (e.g. no mobile phones on residential visits) should be made clear in advance of the visit. In rare circumstances, the Head teacher reserves the right to withdraw permission for a child to attend an off-site visit.

Inclusion

New Marston is an inclusive school which believes in the right for all children to take part in educational visits and will take all possible steps to ensure that young people are able to participate fully in educational visits, regardless of circumstances that make it difficult for them to do so. Where there are special circumstances, visit leaders will be supported by the Head teacher, SENCO or EVC, so that the expectations of those staffing the trip are both reasonable and within their competence.

Insurance

All visits are covered through the school's insurance policy.

Finance

Schools may not charge for education provided during school hours. They may charge for board and lodging provided as part of a residential visit, except in some cases for parents who are in receipt of certain benefits. (See attached national guidance [Charging for School Activities](#).) Restrictions on charging do not prohibit the school from asking for voluntary contributions, e.g. towards transportation costs. Parents will be provided with written information explaining the benefits of the visit and the financial cost of the visit per student. The information should make clear that no student will be excluded if they are unable to contribute, however parents should also be informed whether the visit may be cancelled if sufficient contributions are not received.

Appendix 1:

Educational Visits Form



Visit Proposal

| | | | |
|------------------------------------|--|----------------------|--|
| Purpose of visit/series of visits: | | | |
| Visit leader | | Visit location | |
| Start date and time | | Return date and time | |
| Year group (# of children) | | # adults needed | |
| Transport needed? | | | |

- Headteacher approved and check NM calendar
- Headteacher amendments:

Checklist

| | Visit Leader | HT and EVC | Office and Kitchen |
|----------------|---|--|--|
| 4 weeks before | <input type="checkbox"/> VL carry out pre-visit <input type="checkbox"/> VL discuss extra adults with DHT <input type="checkbox"/> VL add trip communication to G.Drive folder and send invoices to Tina | | <input type="checkbox"/> Office book transport |
| | <input type="checkbox"/> VL draft letter to parents <input type="checkbox"/> VL send letter via dojo | <input type="checkbox"/> HT/EVC proof-read letter | |
| | | | <input type="checkbox"/> Office send letter via parentmail |
| 2 weeks before | <input type="checkbox"/> VL draft Risk Assessment with other adults on trip. <input type="checkbox"/> An emergency action plan for each risk-benefit assessment is also included. | <input type="checkbox"/> EVC to check RA and agree/propose amendments | <input type="checkbox"/> Office notify kitchen |
| 1 week before | <input type="checkbox"/> TeachersL speak to parents on list received from office <input type="checkbox"/> VL reconfirm adults/duties with DHT <input type="checkbox"/> VL makes plan for children not attending visit and let office know | | <input type="checkbox"/> Office compile list of permissions and contributions <input type="checkbox"/> Tina pay invoices <input type="checkbox"/> Office/Kitchen confirm lunches <input type="checkbox"/> Office check medication |
| On the day | <input type="checkbox"/> Collect medication | | <input type="checkbox"/> Office have prepared medication |
| | <input type="checkbox"/> Collect lunches | | <input type="checkbox"/> Kitchen have lunches prepared |
| | <input type="checkbox"/> VL ensure that all adults have phone numbers | <input type="checkbox"/> SLT on call is designated adult to be contacted in case of an emergency | |